

TAB

ER 11 - 948

BACKGROUND PAPER NO. 12

THE CABLE SECRETARIAT
ADDRESS TO INTELLIGENCE ORIENTATION COURSE

25X1A BY

[REDACTED]
CABLE SECRETARY

I WELCOME THIS OPPORTUNITY TO GET TOGETHER WITH YOU TODAY. IT SERVES TWO PURPOSES :

FIRST, IT GIVES ME AN OPPORTUNITY TO DISCUSS A SUBJECT NEAR AND DEAR TO MY HEART --- THE MISSION AND FUNCTION OF THE CABLE SECRETARIAT.

SECOND, IT GIVES ME AN OPPORTUNITY TO GET AWAY FROM THAT MAD HOUSE FOR A FEW HOURS !

IT IS MY HOPE THAT TODAY I MAY BE ABLE TO ACQUAINT EVERYONE OF YOU WITH WHAT THE CABLE SECRETARIAT DOES, HOW WE ASSIST YOU TO DO YOUR JOB, AND HOW YOU CAN HELP US TO HELP YOU EVEN MORE.

IN ASSISTING YOU TO DO YOUR JOB, I WILL HAVE ACCOMPLISHED WHAT I BELIEVE TO BE A LARGE PART OF MY MISSION...TO MAKE THE JOB OF THE DIRECTOR EASIER. THE DIRECTOR IS CARRYING A TREMENDOUS BURDEN. FAILURE ON MY PART TO EXPEDITE THE DELIVERY OF CABLES TO THOSE OFFICES WHICH NEED THEM MAKES HIS JOB MORE DIFFICULT. IF I MAKE HIS JOB MORE DIFFICULT --- WELL, IT FOLLOWS THAT ONE CABLE SECRETARY WILL FOLLOW ANOTHER CABLE SECRETARY UNTIL THAT SITUATION IS CHANGED! AND FRANKLY, I LIKE BEING CABLE SECRETARY.

25X1A PERHAPS A FEW STATISTICS WOULD SERVE TO ILLUSTRATE SOMETHING OF THE SIZE OR MAGNITUDE OF THE CABLE SECRETARIAT FUNCTION. THE CABLE SECRETARIAT RECEIVES AND DISSEMINATES EACH DAY [REDACTED] CLASSIFIED INCOMING AND OUTGOING CABLES. 25X1A IN A MONTH THIS ADDS TO THE TIDY SUM OF APPROXIMATELY [REDACTED] INCOMING CABLES ARE DELIVERED TO THE CABLE SECRETARIAT FROM SIGNAL CENTER FOR THE MOST PART ON TELETYPE PAPER.

THIS REPRESENTS A RATHER STAGGERING VOLUME WHEN YOU CONSIDER THAT THE SIGNAL CENTER, OFFICE OF COMMUNICATIONS, MUST REDUCE EACH LETTER OF EACH WORD TO FORM A CYPHER AND THEN TO TRANSMIT SUCH CYPHERS THOUSANDS OF MILES AROUND THE WORLD.

THE TASK OF READING, DETERMINING THE PROPER DISSEMINATION, REPRODUCING COPIES AND DELIVERING THEM IS A STAGGERING JOB TOO.

THAT IS THE JOB OF THE CABLE SECRETARIAT. IT IS NOT AN EASY JOB. IT ISN'T A JOB WHICH IS DONE BETWEEN THE HOURS OF 8:30 AND 5:00 EACH DAY. NO, IT IS A COMPLEX JOB. IT IS A JOB WHICH REQUIRES THE ATTENTION OF TRAINED ANALYSTS, SKILLED TYPISTS AND EXPERIENCED SUPERVISORS 24 HOURS A DAY, 7 DAYS A WEEK, 365 DAYS A YEAR. THE DOORS OF THE CABLE SECRETARIAT ARE NEVER CLOSED. FIRE DRILLS, AIR RAID DRILLS, HURRICANES --- WE HAVE SOMEONE ON THE JOB EVERY MINUTE!! EVEN DURING HURRICANE HAZEL IN 1955 WE RECEIVED 470 MESSAGES BETWEEN 0800 AND 1600.

SECRET

SECRET

BUT, EVEN THOUGH WE WORK 24 HOURS A DAY, 7 DAYS A WEEK, WE CANNOT DO THE JOB WITHOUT YOUR HELP. WE NEED YOUR ADVICE, WE NEED YOUR GUIDANCE, WE NEED TO KNOW WHY YOU REQUIRE CERTAIN CABLES. WITHOUT YOUR ADVICE, WITHOUT YOUR GUIDANCE, WITHOUT KNOWING WHY, WE CANNOT DO THE JOB TO THE HIGH STANDARDS REQUIRED.

SPEAKING OF STANDARDS, WHEN I CAME ABOARD, GENERAL SMITH, WHO AT THE TIME WAS DIRECTOR, CENTRAL INTELLIGENCE, MADE IT CLEAR TO ME THAT HE DID NOT EXPECT MY SHOP TO BE PERFECT; HE ALSO MADE IT CLEAR THAT HE DIDN'T EXPECT US TO MAKE ANY MISTAKES !!

TO THE EXTENT THAT WE ARE ABLE TO DO OUR JOB WELL, IT IS BECAUSE YOU HAVE FURNISHED US THE GUIDANCE WE NEED. WITH NO INTENT TO BOAST, I WOULD LIKE YOU TO KNOW THAT BASED ON SEVERAL SAMPLE STUDIES OF CABLES DISSEMINATED WE MADE ERRONEOUS DISTRIBUTION ON LESS THAN 1/4 OF 1% ! I CITE THESE FIGURES AS PROOF OF THE FACT THAT WE KNOW WHAT YOU NEED AND WHY YOU NEED IT.

AT THIS POINT, I WANT TO EXPRESS ON BEHALF OF MY ENTIRE STAFF MY APPRECIATION FOR THE SPLENDID COOPERATION YOU HAVE GIVEN US. WE ENJOY EXCELLENT RELATIONSHIPS WITH EVERY OFFICE TO WHICH WE DISSEMINATE CABLES.

AND NOW, LET'S DISCUSS VERY BRIEFLY THE HISTORY OF THE CABLE SECRETARIAT AND WHY THERE IS A CABLE SECRETARY. GENERAL SMITH, THE DIRECTOR OF CENTRAL INTELLIGENCE, IN JULY 1952 BELIEVED THAT THE DISSEMINATION OF CABLES SHOULD BE PLACED DIRECTLY UNDER HIS CONTROL AS ONE MEANS OF KEEPING HIM INFORMED WITH THE LEAST DELAY. ACCORDINGLY, HE SET UP THE CABLE SECRETARIAT AS PART OF HIS OFFICE AND THEN LOOKED AROUND FOR SOMEONE TO SERVE AS CABLE SECRETARY. I HAD PREVIOUSLY SERVED WITH GENERAL SMITH FOR SEVERAL YEARS DURING THE WAR IN THE U.S. JOINT CHIEFS OF STAFF, ALLIED FORCES HEADQUARTERS IN NORTH AFRICA, AND IN SUPREME HEADQUARTERS ALLIED, EXPEDITIONARY FORCES. FOR SOME UNKNOWN REASON GENERAL SMITH HAPPENED TO THINK OF ME ON THAT JULY DAY IN 1952 AND THE FACT THAT I WAS AT THAT MOMENT STATIONED IN GEORGIA DIDN'T DETER HIM AT ALL FROM GETTING ME TO WASHINGTON WITHIN THE WEEK. AND FROM THAT TIME, JULY 1952, I HAVE BEEN THE CABLE SECRETARY. MY MISSION IS FAIRLY WELL SPELLED OUT IN [REDACTED]

25X1

FIRST, BEFORE DISCUSSING THE CABLE SECRETARIAT MISSION, I WANT TO STATE THAT THE CABLE SECRETARIAT HAS NOTHING WHATEVER TO DO WITH THE TECHNICAL ASPECTS OF ENCIPHERING, TRANSMITTING, OR DECIPHERING CABLE TRAFFIC. THESE RESPONSIBILITIES REST WITH THE OFFICE OF COMMUNICATIONS, SPECIFICALLY WITH THE SIGNAL CENTER.

WITH THAT RATHER BASIC ISSUE CLARIFIED, PERHAPS THE BEST WAY OF ACQUAINTING YOU IN SOME DETAIL WITH JUST WHAT THE CABLE SECRETARIAT DOES IS TO ELABORATE, POINT BY POINT, UPON THE MISSION ITSELF.

THE FIRST RESPONSIBILITY LISTED IS THAT OF COORDINATING POLICIES GOVERNING THE PREPARATION, RELEASE, AND DISSEMINATION OF CIA CABLES. THAT COVERS A LOT OF TERRITORY. TAKEN A LITTLE AT A TIME, IT BOILS DOWN TO THE FOLLOWING :

FIRST, POLICIES GOVERNING THE PREPARATION OF CIA CABLES. IN [REDACTED] "BASIC CABLE POLICY", THE GENERAL POLICY AS TO WHO MAY ORIGINATE, WHO MAY RELEASE, AND WHO MAY AUTHENTICATE CABLES IS SET FORTH. IN ADDITION, THE PRECEDENCE TO BE USED, THE CLASSIFICATION TO BE USED, ADDRESSEES AND ADDRESSORS, AND SENSITIVITY AND ROUTING INDICATORS ARE PRESCRIBED. THE CABLE SECRETARIAT'S ROLE IN THE PUBLICATION OF A REGULATION OF THIS TYPE IS THAT OF COORDINATING, OF GETTING THE VARIOUS INTERESTED OFFICES TO AGREE ON ONE POLICY APPLICABLE TO ALL ELEMENTS OF CIA. THE REGULATION ITSELF IS COMPARABLE TO THE LAW. IT TELLS WHAT CAN BE DONE BUT IT DOES NOT PRESCRIBE HOW TO DO IT.

25X1

SECRET

TO MEET THIS NEED, THE CABLE SECRETARIAT PREPARED AND COORDINATED CABLE HANDBOOK

IN THIS HANDBOOK WE HAVE DESCRIBED IN CONSIDERABLE DETAIL HOW [REDACTED] SHOULD BE IMPLEMENTED. COPIES OF THIS HANDBOOK HAVE BEEN DISTRIBUTED TO YOUR OFFICES. ONE POINT CONTAINED IN THE HANDBOOK WHICH WARRANTS EMPHASIS IS THAT CABLE COMMUNICATION IS JUSTIFIED ONLY WHEN THE TIME FACTOR IS PARAMOUNT. THE IMPORTANCE OF THE MATERIAL IS NOT THE CRITERION UPON WHICH TO BASE A DECISION TO SEND A CABLE --- THE DECISION SHOULD BE BASED UPON A CLEAR-CUT NECESSITY FOR SPEED IN TRANSMISSION. WE ARE NOT GOING TO GO FURTHER INTO THE HANDBOOK TODAY --- IT IS A SUBJECT COMPLETE UNTO ITSELF. BUT I DID WANT YOU TO SEE THIS HANDBOOK --- TO KNOW THAT IT EXISTS. I HOPE THAT YOU WILL BECOME MORE THAN CASUALLY ACQUAINTED WITH IT. I BELIEVE THAT IT CONTAINS ALL YOU NEED TO KNOW ABOUT HOW TO PREPARE A CABLE --- EXCEPT, OF COURSE, A KNOWLEDGE OF WHAT TO SAY. THAT BOOK HASN'T BEEN WRITTEN !!

POLICIES GOVERNING RELEASE OF CIA CABLES.

[REDACTED] PRESCRIBED WHO MAY RELEASE CABLES.

SINCE ALL CABLES FROM HEADQUARTERS ARE [REDACTED] THE DIRECTOR HAS RESERVED THE RIGHT TO DESIGNATE BY NAME THOSE WHO MAY RELEASE CABLES. IF YOU HAVE NEED TO GET AUTHORITY TO RELEASE CABLES, JUST REMEMBER THAT THE HANDBOOK [REDACTED] CONTAINS COMPLETE INSTRUCTIONS ON HOW TO GO ABOUT IT.

POLICIES GOVERNING THE DISSEMINATION OF CIA CABLES.

THE POLICY GOVERNING THE RELEASE AND PREPARATION OF CABLES IS QUITE CONCISE AND QUITE CLEAR. THE POLICY GOVERNING THE DISTRIBUTION OF CABLES IS JUST AS CONCISE BUT PERHAPS NOT QUITE AS CLEAR. OUR POLICY IS TO DISSEMINATE CABLES ON A "NEED-TO-KNOW" BASIS. THAT IS OUR POLICY, IT IS, I BELIEVE YOU WILL AGREE, CONCISE ! IT IS IN THE IMPLEMENTATION OF THAT POLICY THAT WE ENCOUNTER DIFFICULTIES.

YOU WILL NOTE THAT [REDACTED] STATES THAT THE CABLE SECRETARY IS RESPONSIBLE FOR THE DISSEMINATION OF CABLES. IN THE HANDBOOK WE HAVE ELABORATED UPON THIS RESPONSIBILITY. PERHAPS IT WOULD BE WELL TO GO OVER THE CABLE DISSEMINATION POLICY. AS A MATTER OF FACT, THAT IS THE WHOLE PURPOSE OF MY BEING HERE TODAY. IF I DIDN'T DISCUSS CABLE DISSEMINATION POLICY, THE CHANCES ARE VERY GOOD THAT I WOULDN'T BE INVITED TO ADDRESS SIMILAR GROUPS IN THE FUTURE. AND SO --- ON TO THE POLICY !!

I HAVE HERE IN MY HAND A COPY OF WHAT WE REFER TO AS THE CABLE DISSEMINATION REQUIREMENTS. IF IT LOOKS TO BE ABOUT TWO INCHES THICK, THAT'S ABOUT WHAT IT IS. IT IS PACKED FULL OF REQUIREMENTS FOR EACH STAFF, OFFICE, AND DIVISION TO WHICH WE DISTRIBUTE CIA CABLES. IT IS UPON THESE REQUIREMENTS THAT WE MAKE OUR DISTRIBUTION.

BUT IT ISN'T QUITE THAT SIMPLE. YOU SEE, DISSEMINATION OF CABLES IS BASED UPON AN INTERPRETATION OF THESE REQUIREMENTS AND UPON A DETERMINATION OF WHETHER THE INDIVIDUAL CABLE ITSELF COMES WITHIN THESE REQUIREMENTS. THERE IS CONSIDERABLE LATITUDE FOR THE EXERCISE OF JUDGMENT. WE TRY TO BE AS CONSISTENT AS POSSIBLE IN MAKING DISSEMINATION AND I BELIEVE THAT OUR BATTING AVERAGE IS INDICATIVE OF JUST HOW CLOSE WE DO COME. BUT WE DO JUDGE INCORRECTLY SOMETIMES. I PUT IT THUS TO AVOID SAYING RIGHT OUT THAT WE MAKE MISTAKES. IN ANY EVENT, IF WE DO MAKE A DISSEMINATION WHICH YOU QUESTION, DON'T HOARD SUCH CABLES AS EXAMPLES OF INCORRECT DISSEMINATION --- BRING THEM TO MY ATTENTION AS SOON AS POSSIBLE. ONLY IN THAT WAY CAN WE LEARN WHERE WE ARE WRONG AND TAKE CORRECTIVE ACTION.

DETERMINATION OF THE ACTION UNIT IS MADE BY THE CABLE SECRETARIAT ON THE BASIS OF SUBJECTIVE REQUIREMENTS, ON OUR KNOWLEDGE OF THE MISSION OF THE AUTHORIZED ACTION UNITS, AND ON APPROVED ROUTING (ACTION) INDICATORS. WHEN INDICATORS ARE APPARENTLY MISUSED OR

SECRET

S E C R E T

OMITTED, THE ACTION UNIT IS SELECTED BASED ON THE TOTAL INFORMATION AVAILABLE WITHIN THE CABLE SECRETARIAT. TOTAL INFORMATION CONSISTS OF REFERENCE CABLES, REQUESTS, ALERT NOTICES, MEMORANDA -- IN SHORT, ANYTHING AND EVERYTHING WE KNOW ABOUT CABLE DISSEMINATION. WHEN IN DOUBT, OR WHERE THERE APPEARS TO BE A JOINT INTEREST BUT NO INDICATORS ARE USED, WE USUALLY ASSIGN ACTION TO THE AREA DIVISION HAVING EXECUTIVE RESPONSIBILITY FOR THE ORIGINATING STATION. REFERENCE CABLES AND DIGRAPHS ARE USED FOR GUIDANCE IN DISSEMINATING CABLES, BUT THEY DO NOT IN THEMSELVES SERVE TO DIRECT ACTION TO A UNIT OTHER THAN THE AREA DIVISION HAVING EXECUTIVE RESPONSIBILITY FOR THE ORIGINATING STATION. DIGRAPHS, FOR THE INFORMATION OF SOME OF YOU WHO MAY NOT HAVE OCCASION TO USE THEM, ARE TWO LETTER PREFIXES USED WITH WORDS OR OTHER LETTERS TO FORM A CRYPTIC REFERENCE FOR THE PURPOSE OF INDICATING A PARTICULAR AREA, STAFF, OR OFFICE INTEREST. [REDACTED]

25X1A

25X1A

[REDACTED] GOES ON TO STATE THAT THE CABLE SECRETARY IS CHARGED WITH THE REVIEW, THE PROCESSING (EXCLUSIVE OF THE ENCRYPTING, DECRYPTING, AND TRANSMITTING PROCESS) DISTRIBUTION, AND DELIVERY WITHIN CIA HEADQUARTERS OF ALL CLASSIFIED INCOMING AND OUTGOING CIA CABLE.

SAID ALL AT ONCE, THIS IS BOUND TO BE SOMEWHAT CONFUSING. AGAIN, LET'S BREAK IT DOWN.

REVIEW. THE CABLE SECRETARY IS CHARGED WITH REVIEWING ALL INCOMING AND OUTGOING CABLES TO ENSURE COMPLIANCE WITH [REDACTED] THE BULK OF THIS REVIEW IS DIRECTED AT OUTGOING CABLES FROM HEADQUARTERS. A CABLE SECRETARIAT DUTY OFFICER ACTING FOR ME REVIEWS EVERY OUTGOING CABLE TO ENSURE THAT IT HAS BEEN PROPERLY RELEASED, IS PROPERLY CLASSIFIED AND CLEARLY ADDRESSED. IN THIS CONNECTION I FEEL THAT I SHOULD MAKE CLEAR THAT WITH RESPECT TO RELEASE, THE CSDO IS RESPONSIBLE ONLY FOR ENSURING THAT THE SIGNATURE OF THE RELEASING OFFICER IS ONE AUTHORIZED BY THE DIRECTOR FOR RELEASE OF CABLES. HE IS NOT RESPONSIBLE FOR DETERMINING THAT THE CABLE HAS BEEN COORDINATED WITH APPROPRIATE STAFFS OR DIVISIONS NOR IS HE RESPONSIBLE FOR ENSURING THAT THE CABLE HAS BEEN RELEASED OR COORDINATED WITH AN AREA DIVISION HAVING EXECUTIVE RESPONSIBILITY FOR THE STATION TO WHICH THE CABLE IS ADDRESSED. THESE ARE RESPONSIBILITIES OF THE RELEASING OFFICER. THERE ARE SOME EXCEPTIONS TO WHAT I HAVE JUST SAID: NAMELY, IF THE CABLE INVOLVES A QUESTION OF NATIONAL POLICY THE CABLE SECRETARIAT DUTY OFFICER IS RESPONSIBLE FOR ENSURING THAT THE ORIGINATING OFFICER HAS SECURED THE PERSONAL APPROVAL OF THE DIRECTOR IN EVERY INSTANCE.

[REDACTED]

IT WILL FACILITATE MATTERS CONSIDERABLY IF YOU ARE AWARE OF THESE RESPONSIBILITIES OF THE CABLE SECRETARIAT DUTY OFFICER AS THEY RELATE TO THE RESPONSIBILITIES OF THE RELEASING OFFICER.

NEXT, WE COME TO THAT PART OF THE CABLE SECRETARIAT FUNCTION WHICH INVOLVES THE PROCESSING, DISSEMINATION AND DELIVERY OF CABLES. PROCESSING AND DISSEMINATION MAY BE CONSIDERED AS ONE PROCESS OR FUNCTION SINCE THEY ARE SO CLOSELY RELATED. IF YOU WILL MAKE REFERENCE TO THE CABLE SECRETARIAT FLOW CHART WHICH HAS BEEN FURNISHED TO YOU, (SEE COPY ATTACHED) I BELIEVE THAT I CAN EXPLAIN HOW CABLES ARE PROCESSED THROUGH THE CABLE SECRETARIAT.

S E C R E T

ALL CABLES ARE PROCESSED THROUGH THE SIGNAL CENTER, OFFICE OF COMMUNICATIONS, TO THE CABLE SECRETARIAT. EVEN THOUGH MY OFFICE IS A PART OF THE DIRECTOR'S OFFICE, WE ARE ACTUALLY LOCATED ADJACENT TO AND WORK VERY CLOSELY WITH THE SIGNAL CENTER. UPON RECEIPT OF A CABLE, THE CABLE SECRETARIAT DUTY OFFICER READS IT VERY CAREFULLY TO DETERMINE WHETHER IT SHOULD BE DISTRIBUTED TO THE DIRECTOR. I SUBSEQUENTLY READ 80-100% OF ALL CABLES AFTER THEY ARE REPRODUCED. IN THIS WAY, I CAN KEEP ABREAST OF THE PROBLEMS INHERENT IN THE FUNCTIONING OF MY OFFICE.

IF YOU WILL REFER AGAIN TO THE CABLE SECRETARIAT FLOW CHART, YOU WILL OBSERVE THAT A CABLE SECRETARIAT DUTY OFFICER, SHOWN TO THE LEFT AND IMMEDIATELY WITHIN THE CIRCLE REPRESENTING THE CABLE SECRETARIAT, SERVES AS A CENTRAL HUB OR POINT OF RECEIPT OF ALL CABLES. TO PREVENT DELAYS AT THIS POINT, IT IS SOMETIMES NECESSARY TO USE AS MANY AS THREE DUTY OFFICERS AT ONE TIME TO COPE WITH PEAK LOADS OF TRAFFIC. FOR EXAMPLE, 75% OF OUT CABLES ARE RECEIVED AFTER 4:00 PM.

EACH CABLE, ONCE A DETERMINATION OF THE DIRECTOR'S INTEREST HAS BEEN MADE, IS ROUTED BY THE GSDO EITHER TO THE SECRET SECTION OR THE TOP SECRET SECTION WHERE CABLE ANALYSTS BEGIN THE FIRST OF A SERIES OF PROCESSING STEPS. IRRESPECTIVE OF WHETHER A CABLE IS SENSITIVE OR NON-SENSITIVE, INCOMING OR OUTGOING, ESSENTIALLY THE SAME PROCESSING STEPS ARE FOLLOWED.

YOU WILL NOTE THAT THE CABLE SECRETARIAT HAS ITS OWN COURIER STAFF MAKING DIRECT DELIVERY TO ALL MAJOR UNITS. THIS IS DONE TO ENSURE THE QUICKEST POSSIBLE DELIVERY OF CABLES TO YOU. ONE COURIER IS USED EXCLUSIVELY TO ENSURE CONCURRENT DELIVERY OF CABLES TO THE DIRECTOR AND DEPUTY DIRECTORS AND OTHER OFFICES IN THE VICINITY OF THE ADMINISTRATION BUILDING. FOUR OTHERS ARE REQUIRED TO COVER I, J, K AND L BUILDINGS. ALL CABLE SECRETARIAT COURIERS ARE CLEARED FOR TOP SECRET. WHEN THE COURIER DELIVERS CABLES TO YOUR MAILROOM, CABLES READY FOR TRANSMISSION MAY BE RETURNED BY HIM TO THE CABLE SECRETARIAT FOR TRANSMISSION.

EARLIER I STATED THAT I BELIEVE THAT A LARGE PART OF MY MISSION IS TO MAKE THE DIRECTOR'S JOB EASIER. ONE OF THE PRINCIPLE MEANS BY WHICH MY OFFICE ASSISTS THE DIRECTOR IS TO SELECT FROM ALL INCOMING AND OUTGOING CIA CABLES THOSE WHICH APPEAR TO WARRANT HIS ATTENTION. FOR CABLES SELECTED, A SYNOPSIS IS PREPARED, INCLUDING, WHERE APPROPRIATE, BACKGROUND INFORMATION INsofar AS THAT INFORMATION IS AVAILABLE TO US FROM PRIOR CABLES. I HAVE BEEN ASSURED THAT THE DIRECTOR RELIES HEAVILY UPON THESE SYNOPSSES AND THAT THEY REPRESENT A MATERIAL SAVING IN TIME TO HIM. MOST OF YOU HAVE AT ONE TIME OR ANOTHER READ A CIA CABLE. I AM SURE THAT UNLESS THAT CABLE DEALT WITH MATTERS WITH WHICH YOU WERE THOROUGHLY FAMILIAR, IT WAS ALMOST UNINTELLIGIBLE TO YOU. THE PRACTICE, AND I THINK IT IS A GOOD ONE, OF USING CRYPTIC REFERENCES IN CABLES SERVES TO FURTHER THE INTERESTS OF SECURITY. IT IS OUR JOB IN FURNISHING THESE CABLES TO THE DIRECTOR TO FURNISH THEM TO HIM IN A READABLE FORM, WHICH INCLUDES IDENTIFYING FOR HIM ALL CRYPTONYMS AND PSEUDONYMS USED. THIS IS NO SMALL JOB. IF, IN PREPARING OUR SYNOPSIS, WE OMIT AN ESSENTIAL PORTION OF THE CABLE OR IF WE FURNISH INCORRECT INFORMATION OR AN INCORRECT INTERPRETATION OF THE INFORMATION CONTAINED IN THE CABLE, WE HAVE MADE THE DIRECTOR'S JOB MORE DIFFICULT.

OUR MISSION, AS I SAID BEFORE, IS TO MAKE HIS JOB EASIER. IN ORDER FOR US TO DO THAT WE NEED YOUR COOPERATION. WE OFTEN NEED ADDITIONAL INFORMATION IN ORDER TO MAKE THE CABLE READABLE FOR THE DIRECTOR. PLEASE REMEMBER THAT WHEN WE ASK FOR THIS INFORMATION WE ARE ASKING FOR IT FOR THE DIRECTOR. TIME IS VITAL. WE TRY VERY HARD TO GET CABLES TO THE DIRECTOR WITH A SYNOPSIS ATTACHED WITHIN TWO HOURS OR LESS FROM THE TIME THEY ARE RECEIVED IN THE CABLE SECRETARIAT. WHEN YOU CONSIDER THAT THIS REQUIRES THAT THE CABLE BE ANALYZED, DISSEMINATION DETERMINED, THAT IT BE TYPED ONTO A REPRODUCIBLE MASTER, PROOF READ AND A SYNOPSIS PREPARED WHERE APPROPRIATE, YOU CAN SEE THAT WE DON'T HAVE A MINUTE TO SPARE. YOU CAN HELP US TREMENDOUSLY BY FURNISHING TO US THE INFORMATION WE NEED AS SOON AS POSSIBLE.

SECRET

I SHOULD MENTION HERE THAT OUR ASSISTANCE TO MR. DULLES AND GENERAL CABELL IS EXTENDED TO A CONSIDERABLE EXTENT TO DD/S, DD/C, DD/P, COP, DD/I AND SA/PD/DCI.

AS A LAST POINT IN THIS CONNECTION YOU SHOULD BE AWARE THAT MR. DULLES OR GENERAL CABELL ARE OFTEN IN ON SATURDAYS, SUNDAYS AND HOLIDAYS. WE MUST BE PREPARED THEREFORE TO DELIVER CABLES TO THEIR OFFICES AND IN SOME CASES TO THEIR HOMES, 7 DAYS A WEEK. I MENTION THIS IN ORDER THAT YOU MAY BE AWARE OF THE PRESSURE UNDER WHICH WE WORK TO KEEP CABLES FLOWING CONSTANTLY TO THE OFFICE OF THE DIRECTOR AND TO THE OTHER ELEMENTS OF THE AGENCY.

AS I HAVE SAID, WE ATTEMPT TO GET CABLES TO THE DIRECTOR WITHIN TWO HOURS OF THEIR RECEIPT IN THE CABLE SECRETARIAT. WE ARE SOMETIMES ABLE TO MAKE DISTRIBUTION OF TEMPORARY COPIES DIRECT TO THE ACTION OFFICE AND POSSIBLY AN INFORMATION OFFICE MUCH MORE QUICKLY. THIS MEANS THAT YOU SOMETIMES HAVE THE CABLE AN HOUR OR MORE AHEAD OF THE DIRECTOR. PLEASE KEEP THIS IN MIND WHEN ON OCCASION YOU FEEL THAT YOU NEED TO DISCUSS A CABLE WITH THE DIRECTOR. IF THERE IS ANY DOUBT IN YOUR MIND AS TO WHETHER THE DIRECTOR HAS RECEIVED HIS COPIES AND WILL THUS BE ABLE TO DISCUSS THE CABLE WITH YOU, I SHOULD BE VERY HAPPY, IN FACT MOST HAPPY, TO GIVE YOU THAT INFORMATION AND, WHERE NECESSARY, TO EXPEDITE DELIVERY TO HIS OFFICE. I AM SURE YOU CAN UNDERSTAND THAT THE DIRECTOR WOULD MUCH PREFER THAT HE HAVE HIS COPY OF THE CABLE BEFORE HIM WHEN ONE OF HIS STAFF OFFICERS CALLS AND WANTS TO DISCUSS IT. THIS MAY SEEM A SMALL POINT, BUT IT IS ONE THAT SOMETIMES GETS MY OFFICE IN TROUBLE.

ANOTHER RESPONSIBILITY OF THE CABLE SECRETARY IS TO ENSURE THAT ALL INTELLIGENCE INFORMATION IN CABLES IS FURNISHED TO THE OFFICE OF THE DEPUTY DIRECTOR OF INTELLIGENCE, MR. AMORY. THE CABLE SECRETARY DOES NOT HAVE THIS RESPONSIBILITY ON HIS OWN. IT IS THE BASIC RESPONSIBILITY OF THE ACTION OFFICE TO ENSURE THAT EACH INTERESTED ELEMENT OR ECHELDON OF CIA, INCLUDING THE DIRECTOR, IS INFORMED OF THE CONTENT OF CABLES ON A NEED-TO-KNOW BASIS. BOTH MR. DULLES AND GENERAL CABELL HAVE INDICATED THAT IT IS THEIR DESIRE THAT ALL INTELLIGENCE INFORMATION BE FURNISHED TO MR. AMORY WITH THE LEAST POSSIBLE DELAY.

AND HERE IS WHERE THE CABLE SECRETARY HELPS GET THE JOB DONE. THOSE CABLES WHICH CONTAIN INTELLIGENCE BUT DO NOT CONTAIN SENSITIVE OPERATIONAL INFORMATION ARE FURNISHED TO MR. AMORY AT THE TIME INITIAL DISTRIBUTION IS MADE. OTHER CABLES WHICH CONTAIN BOTH INTELLIGENCE AND SENSITIVE OPERATIONAL INFORMATION ARE NOT DISTRIBUTED TO MR. AMORY, INITIALLY, BUT IN EFFECTING DISTRIBUTION TO THE DD/P ELEMENTS, A NOTATION IS MADE ON ALL COPIES THAT IT IS "SUSPENSE FOR DD/I" AND A SUSPENSE SLIP IS ATTACHED TO THE ACTION COPY. UPON RECEIPT OF SUCH A SUSPENSE CABLE, THE REPORTS OFFICER IS ALERTED TO DD/I'S INTEREST. IF THE INFORMATION WHICH WE CONSIDER SENSITIVE IS NOT IN FACT SO SENSITIVE AS TO PRECLUDE THE RELEASE OF THE CABLE TO DD/I, THE REPORTS OFFICER AUTHORIZES ITS RELEASE TO DD/I AND WE FURNISH COPIES TO MR. AMORY ON THE VERY NEXT CABLE DELIVERY. ON THE OTHER HAND, IF THE CABLE DOES ACTUALLY CONTAIN SENSITIVE DATA, THE REPORTS OFFICER MAY DIRECT THAT CERTAIN PORTIONS BE DELETED AND THE RESULTANT COPY DELIVERED TO DD/I. ALSO, HE MAY INDICATE THAT THE COPY SHOULD NOT BE GIVEN TO DD/I IN WHICH CASE, AS FAR AS THE CABLE SECRETARIAT IS CONCERNED, THE CASE IS CLOSED.

I MUST STRESS HERE AGAIN THE IMPORTANCE OF SPEED. THE DD/I HAS THE MISSION OF ASSISTING THE DIRECTOR IN THE COORDINATION OF INTELLIGENCE ACTIVITIES OF THE GOVERNMENT, AS PRESCRIBED BY STATUTE AND NSC DIRECTIVES. FOR HIM TO DO HIS JOB IT IS NECESSARY, IN FACT IT IS VITAL, THAT HE HAVE INTELLIGENCE INFORMATION RECEIVED AT HEADQUARTERS AS SOON AS POSSIBLE. FAILURE TO GET THAT INFORMATION TO THE DIRECTOR, OR TO THE NATIONAL SECURITY COUNCIL, OR EVEN TO THE PRESIDENT OF THE UNITED STATES.

S E C R E T

NOT INCLUDED IN OUR MISSION AS SET FORTH IN [] BUT NEVERTHELESS A VERY IMPORTANT PART OF OUR JOB --- AND ONE IN WHICH WE HELP YOU --- IS THE ROLE OF THE CABLE SECRETARIAT DUTY OFFICER SERVING IN THE ADDITIONAL CAPACITY OF CLANDESTINE SERVICES DUTY OFFICER. IN JANUARY 1953, THE CABLE SECRETARIAT ASSUMED THE RESPONSIBILITY FOR SERVING AS THE CLANDESTINE SERVICES DUTY OFFICER. THIS FUNCTION WAS PREVIOUSLY PERFORMED BY DUTY OFFICERS ASSIGNED BY THE FOREIGN INTELLIGENCE STAFF. YOU OLD TIMERS MAY REMEMBER HOW YOU WERE CALLED UPON PERIODICALLY TO SERVE AS THE ALL NIGHT DUTY OFFICER AND TO SLEEP IN THAT LITTLE CUBBY HOLE NEAR THE SIGNAL CENTER. I AM SURE, TOO, THAT YOU WILL RECALL THE REAL DIFFICULTY OF DECIDING WHETHER AND WHOM YOU SHOULD CALL CONCERNING A PROJECT COMPLETELY OUTSIDE YOUR AREA AND ABOUT WHICH YOU KNEW ABSOLUTELY NOTHING.

25X1

BECAUSE THE CABLE SECRETARIAT DUTY OFFICER READS ALL CABLES AND BECAUSE WE SERVE, AS I INDICATED BEFORE, AROUND THE CLOCK, IT WAS AGREED THAT THE CABLE SECRETARIAT DUTY OFFICER COULD VERY WELL SERVE AS THE CLANDESTINE SERVICES DUTY OFFICER AND FREE THE OTHER OFFICERS FROM THIS RATHER UNPLEASANT DUTY. MY DUTY OFFICERS HAVE BEEN INSTRUCTED TO MAKE CALLS ON ALL CABLES WITH A PRECEDENCE HIGHER THAN PRIORITY AND TO MAKE CALLS ONLY ON SUCH CABLES AS REQUIRE ACTION BEFORE THE OPENING OF BUSINESS THE FOLLOWING DAY. WE TRY TO KEEP THE CALLS TO AN ABSOLUTE MINIMUM. MY FILES HAVE A NUMBER OF MEMORANDA ATTESTING TO THE EXCELLENT JOB WHICH MY WATCH OFFICERS ARE DOING IN THE PERFORMANCE OF THEIR DUTIES AS CLANDESTINE SERVICES DUTY OFFICERS --- AND I HOPE THAT THE FILE GROWS DAILY.

AS ONE LAST STATISTIC, YOU MAY BE INTERESTED TO KNOW WHAT HAS BEEN THE SHORTEST AND LONGEST CABLES PROCESSED BY THE CABLE SECRETARIAT. I BELIEVE THAT THE SHORTEST CABLE WAS ONE IN WHICH THE ONLY WORDS USED WAS THE WORD "NO". THE LONGEST ONE RAN TO 16,000 WORDS. I DON'T RECALL WHETHER IT SAID "YES" OR "NO".

ALL SPEECHES, BE THEY LONG OR SHORT, GOOD OR BAD, OR INDIFFERENT USUALLY END WITH THE STATEMENT, "IN CONCLUSION". AND SO, IN CONCLUSION, IF YOU REMEMBER THESE THINGS ABOUT THE CABLE SECRETARIAT, I WILL FEEL THAT I HAVE EARNED MY MONEY FOR TODAY:

- A. THE CABLE SECRETARY IS CHARGED BY THE DIRECTOR WITH THE RESPONSIBILITY FOR THE DISSEMINATION OF ALL CIA CABLES.
- B. A PRIMARY FUNCTION OF THE CABLE SECRETARIAT IS TO MAKE THE JOB OF THE DIRECTOR EASIER AND AT THE SAME TIME TO MAKE IT POSSIBLE FOR YOU TO DO A BETTER JOB. TO DO THIS, WE NEED YOUR ASSISTANCE AND WE NEED TO BE INFORMED OF YOUR REQUIREMENTS.
- C. WITH REFERENCE TO THE "SUSPENSE DD/I" PROCEDURE, THE CABLE SECRETARY IS MERELY CARRYING OUT THE DIRECTOR'S DESIRE THAT INTELLIGENCE INFORMATION BE FURNISHED DD/I'S OFFICE WITH THE LEAST POSSIBLE DELAY, AND
- D. THE CABLE SECRETARIAT DUTY OFFICERS WHO REPRESENT ME ALSO REPRESENT THE CLANDESTINE SERVICES DURING NON-OFFICE HOURS. WE MAINTAIN CLOSE LIAISON WITH THE CIA WATCH OFFICERS, WHO SERVE THE AGENCY.

I APPRECIATE THIS OPPORTUNITY TO DISCUSS THE OPERATIONS OF MY OFFICE WITH YOU. IF AT ANY TIME YOU ARE IN THE VICINITY OF MY SHOP, I WOULD BE MOST HAPPY TO TAKE YOU ON A CONDUCTED TOUR.

S E C R E T

SECRET

QUESTIONS AND ANSWERS CONCERNING CIA CABLES *
(Prepared by Cable Secretary)

QUESTIONS

ANSWERS

25X1A

1. What per cent are: (a) IN's
(b) OUT's 25X1
2. What per cent are: (a) Not sensitive, i.e., not ☐ RYBAT
(b) Sensitive
3. What per cent are: (a) Secret and Confidential
(b) Top Secret
4. What per cent are given to DCI:
5. What is the largest number of cables distributed in one day:
6. What per cent of IN cables are PRIORITY or higher:
7. What per cent of cables are multiple pages:
8. What is the longest cable ever received: 16,000 words
approximately 48 pages
9. What is the shortest cable ever received: 1 word - NO
10. What per cent of cables are disseminated under a prescribed
and limited SOP: (a) IN's 25X1A
(b) OUT's
11. What is the average number of copies issued: (a) Non-sensitive
(b) Sensitive
12. What is the average number of units included in the dissemination
of: (a) Non-sensitive
(b) Sensitive
13. What per cent are: (a) Operational
(b) Intelligence
(c) Admin
14. What per cent of the total words used are: (a) Operational
(b) Intelligence
(c) Admin

SECRET

25X1A

15. What per cent of cables are originated or acted upon by:

- (a) DD/P
- (b) DD/I
- (c) DD/S

16. What per cent of words contained in cables are originated or acted upon by:

- (a) DD/P
- (b) DD/I
- (c) DD/S

17. What is the average number of cables processed per month by the Cable Secretariat:

- (a) IN's
- (b) OUT's
- (c) Totals

18. What is the average processing time for:

- (a) IN's
- (b) OUT's

or by
opening of business
next day.

19. How many CSTD's are processed each month:

20. What is the average processing time in the Cable Secretariat of a TDCS from time of receipt until ready for delivery:

21. What is the average backlog of incoming cables in terms of hours of work in the Cable Secretariat at:

- (a) 0700 -
- (b) 0900 -
- (c) 1100 -
- (d) 1300 -
- (e) 1500 -
- (f) 1615 -

22. How many deliveries are made daily by the Cable Secretariat:

23. How many words are contained in an average cable:

24. To how many offices are cables disseminated:

25X1A

*While the data given are based on a number of studies made in the past and while certain of the figures have been rounded out, they can be considered substantially valid as of 2 December 1958.